

Annex 3a to the Agreement

Partial Report for the Beneficiaries of the Polish National Agency for Academic Exchange Programme *International Academic Partnership*

I. Information about the Project

Project No	
Title of the Project	
Name of the Beneficiary	
Partners within the Project (name,	
country)	
Amount of financing	
Project implementation period	

Report No
Report for the period
Costs incurred as shown in the Partial Report
Requested amount of partial payment
Amount of interest generated on the Project's account



II. Course of the Project implementation

Please describe the activities that were carried out in the reporting period:

No	Activity:	Task:	Description of the activities carried out as part of the task:
		1.	
		2.	
		З.	
		4.	
		5.	
		1.	
	11	2.	
		З.	
		4.	
		5.	
		1.	
		2.	
		З.	
		4.	
		5.	



Please describe the changes and delays in the implementation, together with a justification, if they had an impact on the correct and timely implementation of the task.

Please describe the monitoring activities undertaken in the reporting period.

Please refer to the risks identified in the application and determine their impact on the implementation of the Project.

III. Financial Report

• Partial Reporting Report

• Partial Reporting Report with payment application No......

Partial settlement for the period from until.....

Ι.

SUMMARY OF EXPENDITURE INCURRED IN THE REPORTING PERIOD

No	Symbol of the Beneficiary/ Partner	Type and number of the accounting document	Number of the accounting records	Date of	Date of payment	Name of product or service	Amount of the accounting document	Task number	Budget category	Eligible amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.



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FINANCIAL PROGRESS OF THE PROJECT

No	Name of the task	Amount of the project budget in the approved application	Amounts settled by this report	Amounts accumulating from the beginning of the project implementation (with the amounts of this report)	Percentage of implementation
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					
4.					
5.					
6.	TOTAL ELIGIBLE COSTS	PLN	PLN	PLN	

III.

11.

SETTLEMENT OF ADVANCE PAYMENTS



	TO BE FILLED OUT IN THE CASE OF THE F	INAL REPORT
1.	Amount of the project financing	
2.	Amounts settled by this report	
3.	Amount of eligible expenditure from the beginning of the project implementation (with the expenditure of this report)	
4.	Amount of the advance payment received	
5.	% of settlement of the advance payment received	PLN
6.	Interim payment amount in the case of settlement of 70% of the advance payment received	
7.	Interest accrued from the beginning of the project implementation	

IV. PAYMENT SCHEDULE

Year	Quarter	Month	Planned expenditure*	Co-financing – advance payment, partial payment, balancing payment**
		10.2018		
2018	IV	11.2018		
		12.2018		
2019	I	01.2019		
		02.2019		
		03.2019		



		04.2019	
	II	05.2019	
		06.2019	
		07.2019	
		08.2019	
		09.2019	
		10.2019	
	IV	11.2019	
		12.2019	
	 	01.2020	
		02.2020	
		03.2020	
		04.2020	
2020		05.2020	
		06.2020	
		07.2020	
		08.2020	
		09.2020	
0	0		

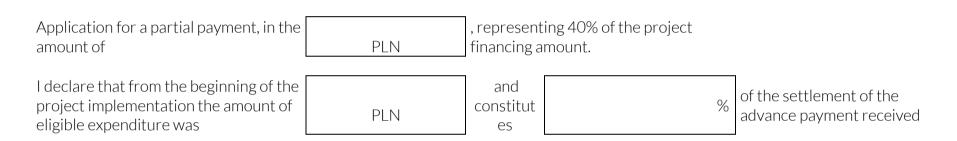
Planned expenditure*	Estimated expenditure for a given period should be entered in the month in which the Beneficiary plans to submit the Partial Report; the report must be submitted at least every 6 months; the sum of planned expenditure
Co-financing – advance payment**	The amount of an advance payment should be entered in the month in which the Beneficiary received the advance payment.
Co-financing – partial payment **	The amount of the partial payment should be entered in the month in which the Beneficiary plans to use 70% of the advance payment received and completes part V of the report – application for partial payment.



Co-financing – balancing payment**

The amount of the balancing payment should be entered in the last month of the project implementation.

V. APPLICATION OF THE BENEFICIARY FOR A PARTIAL PAYMENT (this part is only to be filled in if 70% of the advance payment is used)



I ask for payment of the above amount to the bank account, in accordance with the signed financial agreement:

Bank account number	
Bank name	

VI. STATEMENT OF THE BENEFICIARY



I declare that:

- 1. All data provided in this report are consistent with the current legal and factual situation;
- 2. All amounts listed in the statement of expenditure incurred under the project have actually been incurred;
- 3. All accounting documents related to the project implementation were described in accordance with the requirements set out in the Program Regulations;
- 4. All presented costs have been included in separate financial and accounting records of financial resources received for the Project implementation, in accordance with the Accounting Act, in a way enabling identification of individual accounting operations;
- 5. Financial operations related to the Project implementation from the funds received are carried out on a bank account dedicated to the project;
- 6. None of the presented expenditure has been financed twice;
- 7. The financing granted from the National Agency of Academic Exchange (NAWA) funds was not used to generate profit;
- 8. I am aware of criminal liability resulting from Article 271 of the Penal Code, concerning the attestation of untruth regarding the circumstances of legal significance.